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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 20-3

PERSONNEL
27 June 1962

CLERICAL PERSONNEL REVIEW BOARD

1. A clerical personnel review board for the Office of Special Activities has been established effective this date.
2. The purpose of such a board is to review proposed clerical personnel actions such as promotion recommendations, LWOP requests, intra- and inter-office reassignments, etc. Where higher approving authority is required, as in the case of promotions, the board will make appropriate recommendations.
3. The Board will normally convene on the third Friday of each month. Promotion recommendations will be considered at that time and forwarded as a package to the Office of the Deputy Director (Research). Promotion recommendations should be in the hands of the Board by the second Friday of each month. All personnel actions should be delivered to the Personnel Branch of OSA.
4. The Board will be comprised of Chief, Administrative Division (or his designate), Chief, Personnel Branch (or his designate) and 

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JAMES A. CUNNINGHAM, JR.
Acting Assistant Director
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 20-4

PERSONNEL
20 September 1962

PERSONNEL PROCESSING

1. There have been several instances recently where newly assigned or departing personnel have not been directed by their Divisions or Branches to report to OSA Personnel for the necessary in-or-out processing. The importance of such processing is two-fold.

a. In many instances where it is not known by the Personnel Branch that an individual has arrived or departed, the individual may suffer considerable inconvenience because of confusion in the submission of Time and Attendance reports, payroll notices, etc. In the case of individuals who are entering on duty with OSA as their first Agency assignment, failure to check in with the Personnel Branch may result in their being temporarily denied certain benefits such as life insurance, credit union, hospitalization, etc.

b. In addition to the direct or indirect effects to the individual as described above, tardiness or failure to complete the necessary Personnel processing creates an additional workload on the Personnel Branch when they are queried in regard to a current home address for the individual, emergency addressee identification, position slotting on the T/O, etc.

2. Each Division and Branch Chief is reminded that it is his responsibility as a supervisor to make certain that each employee within his Office has been properly processed into and out of the Office of Special Activities. It would not seem unreasonable to expect the Senior secretary in the various components to make this sort of reminder one of her job responsibilities. The importance of prompt reporting to the Personnel Branch can not be over-emphasized.


Chief, Administrative Division
OSA

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 20-5

PERSONNEL
8 February 1963

EXTERNAL PERSONNEL RECRUITMENT

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1. At a recent Senior Staff Meeting it was pointed out that there have been several instances lately where former Agency staff employees, separated under the provisions of CIA Regulation [REDACTED] have either approached friends in the Agency or have themselves been approached, regarding reemployment. In some cases these separatees were encouraged to believe jobs could be found for them simply because the individual encouraging them was unaware of their 701 status.

2. Staff and Division supervisors are cautioned against discussing reemployment with former CIA employees who have been separated from the Agency, regardless of reasons, during the last two years without first checking their status with the Chief, Administrative Division, OSA, who will in turn obtain clearance from the Director of Personnel.

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[REDACTED]

JACK C. LEWIS
COLONEL, USAF
Assistant Director
(Special Activities)

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Handwritten initials and signatures in the top right corner.

**OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 20-6**

**PERSONNEL
17 APRIL 1963**

FITNESS REPORTS

1. GENERAL

This notice establishes a program to ensure the timely submission of Fitness Reports and modifies the instructions for preparing Form 45, Fitness Report, or the memorandum submitted in lieu thereof.

2. NOTICE OF FITNESS REPORTS DUE AND DELINQUENT

Annual Fitness Reports will be considered delinquent if they are not completed properly and received in the Office of Personnel by the due dates shown in the Schedule for Submission of Annual Reports. An employee's initial Fitness Report will be considered delinquent if it is not received ten months after his entrance on duty.

The Director of Personnel will provide Operating Officials with monthly rosters of individuals whose Fitness Reports are delinquent with an indication of the length of time each report is overdue. In addition, the Director of Personnel will report delinquencies of more than 60 days to the Deputy Director concerned. The Deputy Director of Central Intelligence will be informed concerning Fitness Reports which are delinquent more than 90 days.

3. REASSIGNMENT REPORTS

It is especially important that Fitness Reports be prepared as required upon the reassignment of employees or their supervisors as it is difficult to fill a gap in the official record on an employee's performance once he and his supervisor become separated. The preparation of reassignment reports obviates the need to prepare any annual reports which become due within the next 90 days.

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4. PREPARATION OF FITNESS REPORTS

Effective 1 April 1963, instructions for preparing Fitness Reports are modified as follows:

a. In evaluating both performance of specific duties and overall performance, the supervisor shall use a single rating letter without the addition of decimals, plus or minus signs, or other modifications.

b. When an employee's overall performance is rated "Outstanding" the supervisor shall state in an attachment to Form 45 whether additional special recognition is warranted and, if so, the form of recognition being accorded or contemplated.

c. In completing Section C of Form 45, full narrative comments should be made on each appropriate element. The narrative comments may include reference to a specific duty. Statement such as "no change from previous report" shall not be used.

d. Whenever a memorandum is submitted in lieu of Form 45 for an employee in grade GS-14 or above, care must be taken to ensure that the memorandum observes the basic purposes of a Fitness Report. It must contain the identifying information required in Section A of Form 45, a general description of the duties performed, and one rating, from among those defined in Section B of Form 45, to describe the employee's overall performance in his current position. It must also bear the signature of the supervisor and the reviewing official, and must either be signed by the employee or contain an explanation for the absence of his signature.

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for JACK C. LEDFORD
COLONEL, USAF
Assistant Director
(Special Activities)

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**OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE 20-7**

**PERSONNEL
24 April 1963**

"R" Career Service

I. Purpose

In accordance with DD/R Directive 20-1, this Notice establishes a Career Service Panel responsible for administering the Agency Career Program for "R" designees assigned to OSA-DD/R.

II. Composition

A. "R" Career Service Personnel

"R" Career Service Personnel in OSA are those Staff personnel whose long-range development and activities are the primary responsibility of the DD/R;

B. "R" Career Service Positions

"R" Career Service positions in OSA are all the positions on the OSA Staffing Complement except those which are identified with other Career Services and those positions designated as military positions;

C. Structure of the "R" Career Service

Staffs and Operating Divisions together with the OSA Career Service Panel constitute the structure for administering the "R" Career Service in OSA; and

D. Staffs and Operating Divisions

Chiefs of Staffs and Operating Divisions exercise command responsibility over personnel assigned to them and in this capacity, they are responsible for: indicating their requirements for personnel to fill positions on their approved staffing complement, participating in the selection of personnel, assigning duties, enforcing discipline and supervising personnel under their jurisdiction.

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A. Composition

The Panel will consist of a Chairman, at least four members and an advisor (non-voting) and an executive secretary (non-voting) appointed by the AD/OSA;

B. Functions:

(1) The Panel is the administrative arm of the AD/OSA, for the "R" Career Service in OSA. The Panel is responsible for recommending actions which are within the Career Service authority of the AD/OSA. The actions involved and the grade structure to which they apply are:

(a) Grade Structure

Grades GS-13 and below, except in the case of R/CS secretarial, information control and clerical personnel, grades GS-06 and below;

(b) Actions:

(1) Promotions (to GS-13 and for secretarial, information control and clerical personnel to GS-06);

(2) Addition of new members to the R/CS;

(3) Use of members of other career services in R/CS positions or the use of members of the R/CS in other than R/CS positions;

(4) Reassignments;

(5) Retention of individuals beyond first year of probationary period;

(6) Selection of individuals for career employee status;

(7) Requests for external and internal training;

(8) Requests of employees to retain employment following marriage to aliens;

(9) Proposed involuntary separations of personnel; and

(10) Request for LWOP in excess of 30 days.

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(2) The "R" Career Service Board operates under the jurisdiction of the DD/R and in addition to other areas of interest is responsible for recommending actions to the DD/R on OSA "R" Career personnel in grades GS-14 and above and in the case of secretarial, information control and clerical personnel in grades GS-07 and above. The Board's jurisdiction also extends to promotions for GS-13 to GS-14 and in the case of secretarial, information control and clerical personnel from GS-06 to GS-07. The AD/OSA is a permanent member of the R/CS Board and it is the Panel's responsibility to recommend action to the AD/OSA for presentation to the R/CS Board;

(3) The Panel will consider promotion actions at least semi-annually for each grade; and

(4) The Panel will conduct, annually, a competitive evaluation of personnel under its jurisdiction.

[REDACTED]

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Acting Chief
Support Division, OSA

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 20-9

PERSONNEL
20 October 1964

HONOR AND MERIT AWARDS COMMITTEE


1. An Office of Special Activities (OSA) Honor and Merit Awards Committee is hereby established. The purpose of the Committee is to review all OSA personnel twice a year and identify those individuals who should be given particular recognition for the performance of personal deeds of valor, for other single important contributions to the national intelligence effort and for meritorious service.

2. The Committee is composed as follows:

Deputy for Field Activities	Chairman
Deputy for Technology	Member
Chief, Plans Division, Field Activities	Member
Chief, Security Staff	Member
Chief, Support Division	Member
Chief, Personnel Branch	Advisor and Recording Secretary

3. The Committee is responsible for submitting its recommendations for awards to the Assistant Director, through the Deputy Assistant Director, for approval. Following approval action the Chief, Support Division is responsible for program administration.

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JAMES A. CUNNINGHAM, JR.
Acting Assistant Director
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 20-10

PERSONNEL
26 JANUARY 1965

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REFERENCES:

OSA HQS NOTICE 20-8

COST CONSCIOUSNESS

1. The two referenced notices are again called to your attention.

2. Agency regulations specify that all employees with supervisory responsibilities will be rated on their ability to supervise. Cost consciousness and effectiveness in the use of personnel, space, equipment, and funds are among the managerial and supervisory responsibilities which are listed for consideration in the preparation of Fitness Reports.

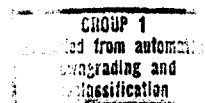
3. Evaluation of the above factors is mandatory for all employees who have responsibilities for managing Agency assets. Each Fitness Report will include an evaluation of the employee's effectiveness in performing his duties with maximum economy or an explanation of why such evaluation is not applicable.

4. Fitness Reports which do not contain a comment on supervisory responsibility and cost consciousness will be returned to the originator.

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Deputy Chief
Support Division, OSA

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OFFICE OF SPECIAL ACTIVITIES
HQ NOTICE NO. 20-11

PERSONNEL
10 February 1965

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HONOR AND MERIT AWARDS COMMITTEE

Ref: OSA Hq Notice No. 20-9 dated 20 October 1964

1. The OSA Honor and Merit Awards Committee will meet circa 1 April 1965, and quarterly thereafter, to consider recommendations for individual awards. These awards would fall into two basic categories, i.e.:

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a. CIA Honor and Merit Awards
(See [REDACTED])

b. Military Decorations
(See AFR 900-7)

2. The prime purpose of the Committee is to insure that those employees who merit consideration for an award based on performance or a particular action are so recommended and that the award, if approved, is processed and presented in a timely and appropriate manner.

4. As such, supervisors will be expected to conduct periodic reviews to identify those employees considered deserving of special recognition and submit any resulting recommendations to the Secretary of the Awards Committee through supervisory channels.

[REDACTED]

JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES
HQ NOTICE NO. 20-12


PERSONNEL
21 SEPTEMBER 1965

OSA/PERSONNEL

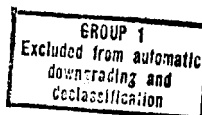
1. OSA personnel are reminded that all Staff and Military personnel must report to the OSA Personnel Office prior to performing any work assignments for OSA. The nature of services to be performed, the length of time involved or the manner in which the individual comes to OSA, i.e., assigned, detailed, attached, loaned, etc., do not alter the requirement for the individual to report to OSA Personnel.

2. Current administrative procedure requires that OSA Personnel initiate requests for appropriate project clearances and arrange for the appropriate security briefings by OSA Security before any work has been performed by the individual. Compliance with this administrative procedure will greatly facilitate the smooth assignment of individuals into OSA.

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JACK C. LEDFORD
Brigadier General, USAF
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE 20-5-1

PERSONNEL
8 February 1967

25X1A REFERENCE: [REDACTED]

WEATHER EMERGENCIES

The above reference states Agency policy in regard to dismissal due to weather emergencies and gives those circumstances where charges to annual leave will be made. Following is an excerpt from the reference:

"(1) Determination

(a) When hazardous traffic conditions resulting from snow, storm, or ice are determined by the District Engineer Commissioner to warrant early dismissal of Federal employees, the Director of Personnel is advised. The Director of Personnel will notify the Director, the Executive Director-Comptroller, the Heads of Independent Offices, and the Deputy Directors who will release those employees under their jurisdiction whose activities can be suspended or interrupted without serious interference to the work of the Agency.

(b) A storm during the night or before the beginning of the regular workday, which renders roads impassable to heavy traffic, may result in a decision to close Federal activities except those which cannot be suspended or interrupted. Such decisions will be announced by the White House through radio, television, and press releases. Under these circumstances Deputy Directors are responsible for ensuring that the essential work of the Agency is not suspended or interrupted and to this end will prepare plans in advance to meet such contingencies. Employees who are engaged in the communications field, working on Crisis areas or situations, or who must meet intelligence dissemination deadlines must, in particular, make every

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possible effort to be on duty during emergency weather conditions. Employees who drive to and from work are urged to equip their vehicles with snow tires or chains.

(2) Administration

Employees who are dismissed or excused from reporting because of weather emergencies will not be charged leave for this absence, but those already in a leave status will continue in the same leave status. Supervisors may excuse unavoidable tardiness due to weather emergencies." (It should be pointed out that employees who do not report to work because of local road conditions, when an official emergency has not been declared, will necessarily have to charge such absence to annual leave.)

The Office of Special Activities will follow the above policy in regard to these matters. Any questions in regard to this Notice should be referred to Personnel Division, Comptroller, OSA.

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Deputy Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE 20-5-3

PERSONNEL
17 May 1967

EMPLOYEE CONDUCT

1. The very sensitive nature of our mission makes it imperative that all personnel assigned to OSA maintain the highest standards of behavior in their private as well as official lives.

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2. Agency Handbook [REDACTED] sets forth the general rules of conduct applicable to military detailees and civilian personnel associated with this activity. The Uniform Code of Military Justice governs the conduct of military personnel no matter where they may be assigned. Since Agency [REDACTED] and certain articles of the Uniform Code of Military Justice are required reading at specified periods of time, each individual and each supervisor is aware of the importance attached to his private and official behavior. It is expected, therefore, that personnel assigned to OSA will be constantly aware of the need to conduct themselves at all times in an exemplary manner.

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3. In accordance with the policies stated in [REDACTED] the Director of Special Activities shall be advised, on an "eyes only" basis, of those instances of personal behavior which are contrary to the best interests of the government. These reports will be handled in a confidential manner and the supervisor will be given appropriate guidance.

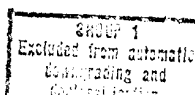
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[REDACTED]

PAUL N. BACALIS
Brigadier General, USAF
Director of Special Activities

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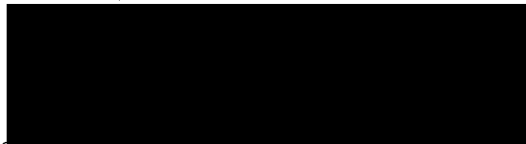
OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE 20-5-4

PERSONNEL
20 OCTOBER 1967

WEEKEND PEACE DEMONSTRATION

Due to weekend peace demonstrations it has been directed that all personnel (except those who have been designated for communications and registry requirements) be advised not to report to work during the weekend of 21 and 22 October 1967.

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Assistant Comptroller, OSA
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OFFICE OF SPECIAL ACTIVITIES
OSA PROJ HQS NOTICE NO. 20-5-5

PERSONNEL
1 MAY 1968

1. An award ceremony will be held at 1530, Tuesday, 7 May 1968, in the OSA Control Center. Recipients of awards will be [REDACTED] Deputy for Materiel, OSA; [REDACTED] Chief, Intelligence Division, O/OSA; and [REDACTED] Intelligence Division, O/OSA.

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2. All OSA Division Heads and their respective assigned military personnel are requested to attend. Dress for military personnel will be Class A blue uniform.

[REDACTED]
Executive Officer
Office of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA PROJ HQS NOTICE NO 20-5-6

PERSONNEL
19 June 1968

1. An award ceremony will be held at 1000, Friday, 21 June 1968, in the OSA Control Center. Recipient of award will be [REDACTED], former Detachment "H" Commander.

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2. All OSA Division Heads and their respective assigned military personnel present for duty are requested to attend. Dress for military personnel will be class A Summer blue uniform.

[REDACTED]

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Executive Officer
Office of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 20-8

PERSONNEL
18 November 1968

PERSONNEL BOARD

1. The OSA Personnel Board is hereby established. The Board will function as the advisor to the Director of Special Activities on personnel matters. The Board will meet on the call of the Chairman, but at least once in each quarter year on pending promotions, assignments, awards, training, and career planning of OSA staff personnel. Although a quorum of the membership is desired to enact the business of a Board meeting agenda, the Chairman may act in the absence of the members.

2. OSA Personnel Board will consist of:

Chairman : DD/SA

Members : COMPT/OSA

D/R&D/OSA


D/O/OSA

D/M/OSA

EXO/OSA

C/SS/OSA

Executive Secretary: C/PD/OSA


Acting Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
HQS NOTICE NO. 20-9

PERSONNEL
17 December 1968

RECOMMENDATIONS FOR MILITARY AWARDS

1. Recent procedural changes in the processing of Recommendations for Military Awards has necessitated earlier submission to meet presentation dates.

a. Recommendations for the Legion of Merit must be submitted a minimum of 140 days prior to the desired presentation date. Eight copies of the AF Form 642 and twelve copies of the Citation are required.

b. Recommendations for the Air Force Commendation Medal must be submitted a minimum of 90 days prior to the desired presentation date. Six copies of the AF Form 642 and nine copies of the Citation are required.

25X1C 2. Award Recommendations submitted for Air Force
25X1C Detailees by Headquarters OSA for personnel assigned to
Headquarters or Field Activities will be addressed from
"Director of Special Projects, Central Control Group, HQ
USAF," [REDACTED]

[REDACTED]. The signature element should read "DONALD H.
ROSS, Brigadier General, USAF, Director of Special Projects."

3. Recommendations will be processed through the appropriate Deputy Director for coordination and forwarded to OSA Personnel for review and further processing. Recommendations will not be forwarded directly to D/SA by the initiating Directorate.

25X1A [REDACTED]
DONALD H. ROSS
Brigadier General, USAF
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
HQS NOTICE NO. 20-9

PERSONNEL
7 October 1969

RECISION: OSA NOTICE NO. 20-9 dated 17 December 1968

RECOMMENDATIONS FOR MILITARY AWARDS

1. The purpose of this Notice is to describe the control and suspense procedures which henceforth will be implemented for the submission of Military Award Recommendations.

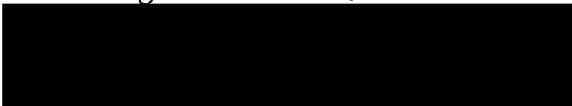
2. The suspense for receipt of award recommendations in the OSA Personnel Division is 3 months prior to a PCS departure date and 4 months prior to a retirement date. The "period of service" to be considered for an award for retiring personnel should terminate 1 month prior to the actual retirement date to allow sufficient time to arrange for the presentation ceremony.

3. MMPD Procedures: When MMPD receives a retirement application (usually 8 months in advance) or PCS instructions (about 5 months prior to departure) from USAF, MMPD will forward a letter to the Field Commander or to the Personnel Division, OSA, whichever is appropriate, as a reminder of the awards procedures. OSA Personnel Division will forward the letter to the head of the component concerned for action. Personnel Division will also receive from MMPD an information copy of the letters forwarded to Field Commander.

4. OSA Personnel Division Procedures: OSA Personnel Division will maintain a log of all pending military personnel departures. In addition to MMPD's notification, PD/OSA will prepare a similar memo to the appropriate component head one month prior to the suspense dates established per paragraph 2 above. The memo will request that either a recommendation or negative reply be received within 30 days. PD/OSA notifications will be used only in Headquarters.

5. OSA Comptroller will be advised of all delinquent reports and advised again each succeeding month that a reply is not received.

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DONALD H. ROSS
Brigadier General, USAF
Director of Special Activities

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 20-10

PERSONNEL
15 May 1969

CERTIFICATE OF EXCEPTIONAL SERVICE

1. The Agency has established a Certificate of Exceptional Service which may be awarded to Agency employees for effective performance of duty while serving under conditions of hazard or extreme hardship since 1 January 1965. Service in one of the designated areas must be for 90 days during the specified hazardous period; for the entire period when the designated period is less than 90 days or upon approval of an exception to serving during the total period. [REDACTED]

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2. Employees who serve an aggregate of 90 days on TDY in one of the above designated areas are eligible to receive the Certificate of Exceptional Service. Frequently the only record of an employee's TDY trips are the approved travel order and travel voucher. Pursuant to the records disposal program, these are not maintained for long periods at Headquarters and travel orders where the travel originates and ends in the field are usually never sent to Headquarters. Therefore, difficulty has been encountered in identifying all employees who qualify for the Certificate of Exceptional Service.

3. It is requested that employees who spent an aggregate of 90 calendar days in one of the areas mentioned above during the designated periods contact their Personnel Officer by memorandum stating the area in which service was performed and the inclusive dates as closely as the employee can remember. [REDACTED]

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Comptroller
Office of Special Activities

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060025-0

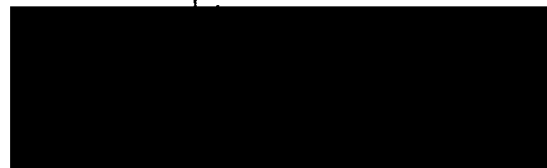
OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 20-11

PERSONNEL
14 July 1969

PRA PROMOTIONS

Henceforth, promotion recommendations concerning OSA personnel in grades GS-08 and below which will create a PRA (Personal Rank Assignment) will not be accepted by the Director of Special Activities. A ruling from the Office of Personnel advises that such promotions are not in accordance with the intent of the Agency Regulations.

A Personal Rank Assignment is the assignment of an employee to a position which has been officially classified at a grade level below that of the employee, i. e., the assignment of a GS-07 in a GS-06 position.



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Comptroller
Office of Special Activities

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060025-0


OSA INTERNAL USE ONLY

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 20-13-69

PERSONNEL
19 September 1969

Effective Monday, 22 September 1969, OSA duty hours
will be from 0830 to 1700.

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DONALD H. ROSS
Brigadier General, USAF
Director of Special Activities

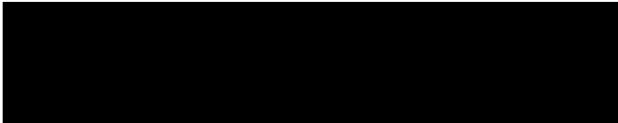
OSA INTERNAL USE ONLY

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 20-14-70

PERSONNEL
3 July 1970

Effective Monday, 13 July 1970, the OSA normal duty hours
will be from 0800 hours to 1630 hours daily, Monday through Friday.

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HAROLD F. KNOWLES
Brigadier General, USAF
Director of Special Activities

OSA INTERNAL USE ONLY

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PERSONNEL

6 August 1970

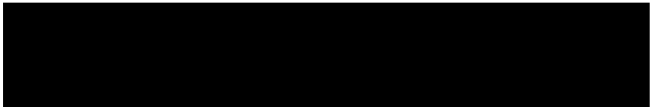
OFFICE OF SPECIAL ACTIVITIES

OSA NOTICE NO. 20-16

PERSONNEL-OFFICE OF SPECIAL ACTIVITIES

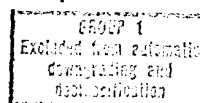
1. An OSA Personnel Board is established as of this date. The purpose of the Board is to approve such actions concerning Staff employee personnel as promotions, personnel acquisitions, reassignments, and such other matters including training and career development as is appropriate.

2. The membership of the Board shall be the Deputy Director OSA (Chairman), the Comptroller, the Deputy for R&D, and the Chief, Personnel Division (Members).


HAROLD F. KNOWLES
Brigadier General, USAF
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 20-17

PERSONNEL
9 SEPTEMBER 1970

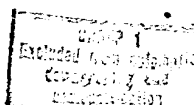
SUGGESTION AND INVENTION AWARDS PROGRAM

1. The purpose of this Notice is to remind all OSA Staff, Military, and Contract Personnel of the Agency Suggestion and Invention Awards Program and to encourage participation by all employees. Awards are granted under this Program for suggestions of improvement in efficiency, security, work conditions, safety, morale, and procedures as well as appropriate inventions. Monetary awards for accepted suggestions or inventions range from \$50.00 to \$5,000.00. During fiscal year 1970 over \$30,000.00 was awarded in varying amounts to Agency employees by the Suggestion Awards Committee.

2. The Agency may grant monetary awards for suggestions and inventions as follows:

- a. For Tangible Savings to the Agency. When an improvement results in a monetary saving in Agency operations, the amount of the award shall normally be based on the estimated net monetary saving for the first full year of operation following adoption of the improvement.
- b. For Intangible Benefits to the Agency. When an improvement does not lend itself to appraisal on the basis of monetary savings, the scope of its application shall be fully considered and the amount of the award shall be based on the benefits to Agency operations.
- c. For Inventions of Value to the Agency or Government. When an invention, made within or outside the inventor's job responsibilities, results in the execution of a patent application with a license to the Government or has been used in the public interest, an invention award of \$50.00 for disclosure will be paid the inventor. Finally upon issuance of a patent, or Notice of Allowability by the U.S. Patent Office if the application is placed under secrecy, an

SECRET



OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 20-17

PERSONNEL
9 SEPTEMBER 1970

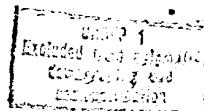
SUGGESTION AND INVENTION AWARDS PROGRAM

1. The purpose of this Notice is to remind all OSA Staff, Military, and Contract Personnel of the Agency Suggestion and Invention Awards Program and to encourage participation by all employees. Awards are granted under this Program for suggestions of improvement in efficiency, security, work conditions, safety, morale, and procedures as well as appropriate inventions. Monetary awards for accepted suggestions or inventions range from \$50.00 to \$5,000.00. During fiscal year 1970 over \$30,000.00 was awarded in varying amounts to Agency employees by the Suggestion Awards Committee.

2. The Agency may grant monetary awards for suggestions and inventions as follows:

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additional invention award of \$75.00 will be paid the inventor. The employee will continue to be eligible for awards for the invention according to the provisions of subparagraphs (a) and (b) above.

3. Adopted suggestions must be submitted in writing within two years after adoption to be considered for an award. Exceptions to this time limit require prior approval of the Chairman, Suggestion Awards Committee.

25X1A 4. Employees should submit improvement suggestions on Form 244, Employee Suggestion, which are available in the office of Personnel Division and are being posted in envelopes on the Building bulletin boards for your greater convenience. Form 915, Record of Invention, is available from the Chairman, Agency Patents Board.

5. The OSA Personnel Division will assist anyone interested in further information or advice concerning the Suggestion and Invention Awards Program.

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HAROLD E. KNOWLES
Brigadier General, USAF
Director of Special Activities

S E C R E T

